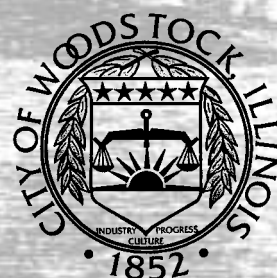


# Design Review Guidelines for Properties

in the City of Woodstock Downtown Business Historic Preservation District



Prepared by the Woodstock Historic Preservation Commission  
Approved by the Woodstock City Council on June 4, 2002



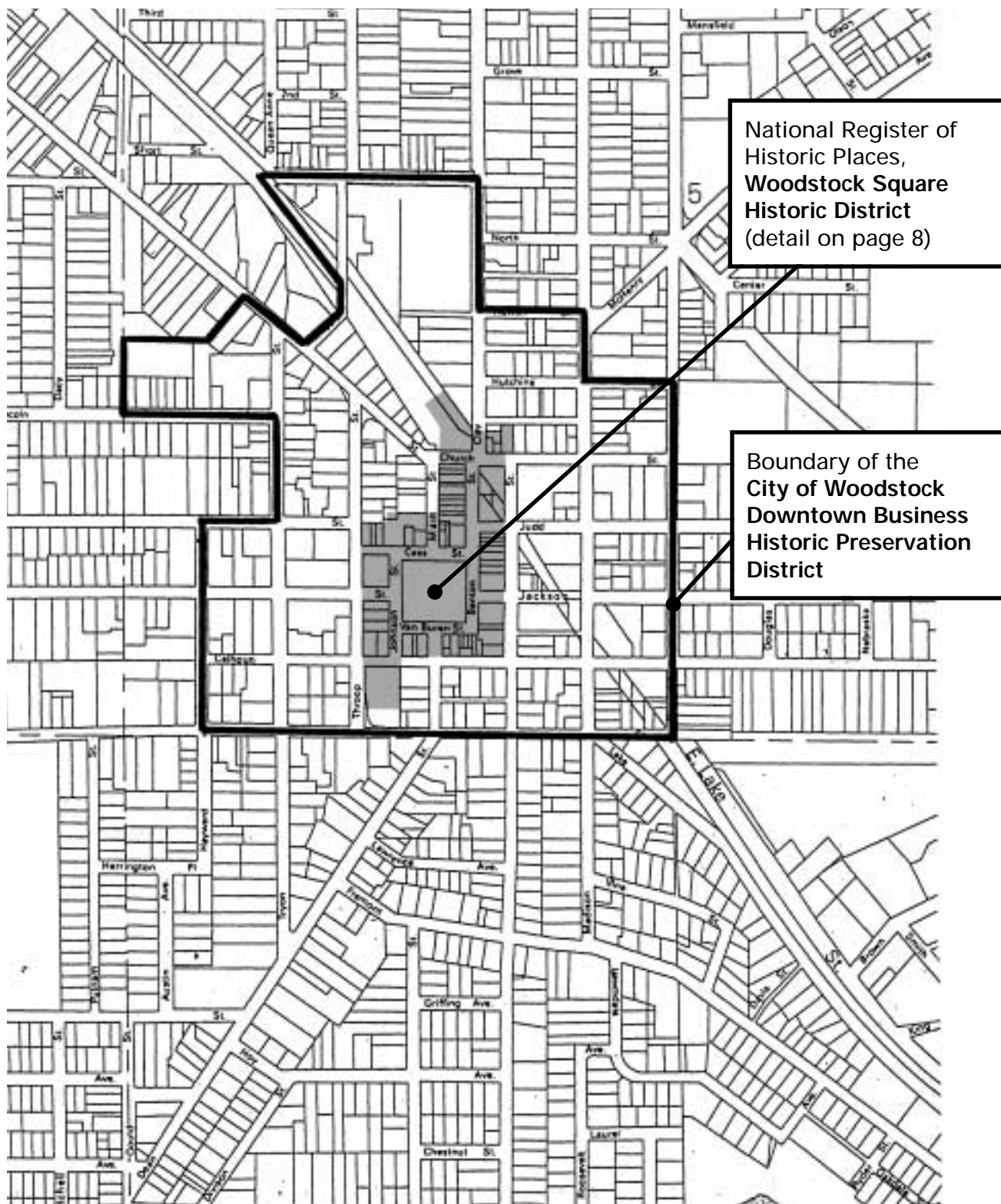
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## Downtown Business Historic Preservation District



## Historic Preservation Commission

# Mission Statement

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**T**he mission of the Woodstock Historic Preservation Commission is to maintain, protect and preserve the historic integrity of our City, and encourage growth, pride and vitality in Woodstock.



Benton Street looking north.  
c. 1910

# Introduction

**O**n January 16, 1996, the Woodstock City Council voted to adopt an ordinance that formed the Woodstock Historic Preservation Commission. The purpose of the ordinance is to preserve and protect the historic integrity of the Woodstock Square and its historic properties, define a historic district and to help its citizens in their efforts in restoring their properties.

Shortly thereafter, Woodstock strengthened its preservation efforts by achieving Certified Local Government (CLG) status from the National Park Service. Among the benefits available to owners of historic properties located in certified historic districts is the ability to participate in state and federal incentive programs. Some properties may qualify for an income tax credit or a property tax assessment freeze. Please contact the Community Development Department for more information on Certified Local Government programs.

Main Street looking north  
towards the train depot.  
c. 1920



The Woodstock Historic Preservation Commission has established design guidelines and a review process for all alterations and new construction in the district.

## Purpose of Design Review Guidelines

The following design guidelines are intended to guide design decisions in the City of Woodstock Downtown Business Historic Preservation District and to provide an

applicant with an understanding of the historic context for the buildings in the district.

As additional properties are added to the district or designated as historic landmarks, or new districts are established these same guidelines will be applied.

The Woodstock Comprehensive Plan describes the Square as the focal point of Woodstock. The Plan includes objectives and strategies to promote the preservation of the historic character of the city. In

addition, the Downtown Sub Area Plan, adopted in 1996, provides specific objectives, strategies, and other recommendations for the historic downtown.

The following design guidelines incorporate the Building Design Guidelines recommendations from Appendix B in the *Woodstock Downtown Sub Area Plan*, the standards set forth in the City's Historic Preservation Ordinance, the *U.S. Secretary of the Interior's Standards for Rehabilitation* and various preservation related technical assistance. (Copies of these documents can be viewed in the Community Development Department.)

It is hoped that in the future, these guidelines will be used as the foundation for façade specific recommendations including architectural renderings and a façade assistance program.

It is recognized, however, that each building has its own unique circumstances relating to construction, maintenance, and use which need to be taken into consideration when reviewing proposed building or site changes.

## History

The town of Centerville (renamed Woodstock in 1845) was platted in 1844. The plat depicted a central square oriented to the compass points with streets originating at the centers of the four sides, surrounded by a rectangular grid. The arrival of the Chicago, St. Paul, and Fond du Lac Railroad in 1856 shaped later development with railroad dependent uses (warehouses, mills, lumber yards) locating in close proximity to the tracks. Eventually commercial activity developed along Main Street.

Between the 1850's and the 1890's, the streets around the Square were plagued with a series of fires, each requiring a complete rebuilding of the affected block. The south side of Van Buren Street, east of Dean Street, burned in 1851. The present buildings were erected soon afterwards in 1852 and are the oldest standing commercial structures in Woodstock. The east side, north of Jackson Street burned in 1872 and the present buildings were erected in 1873.

By the first World War, development around the Square and its immediate environs was nearly complete. The 1931 Woodstock Post Office was built at the close of the period of historic significance of the Woodstock Square area.

The 1960's and 1970's saw the demolition of numerous residences on the streets immediately surrounding the Square. These included

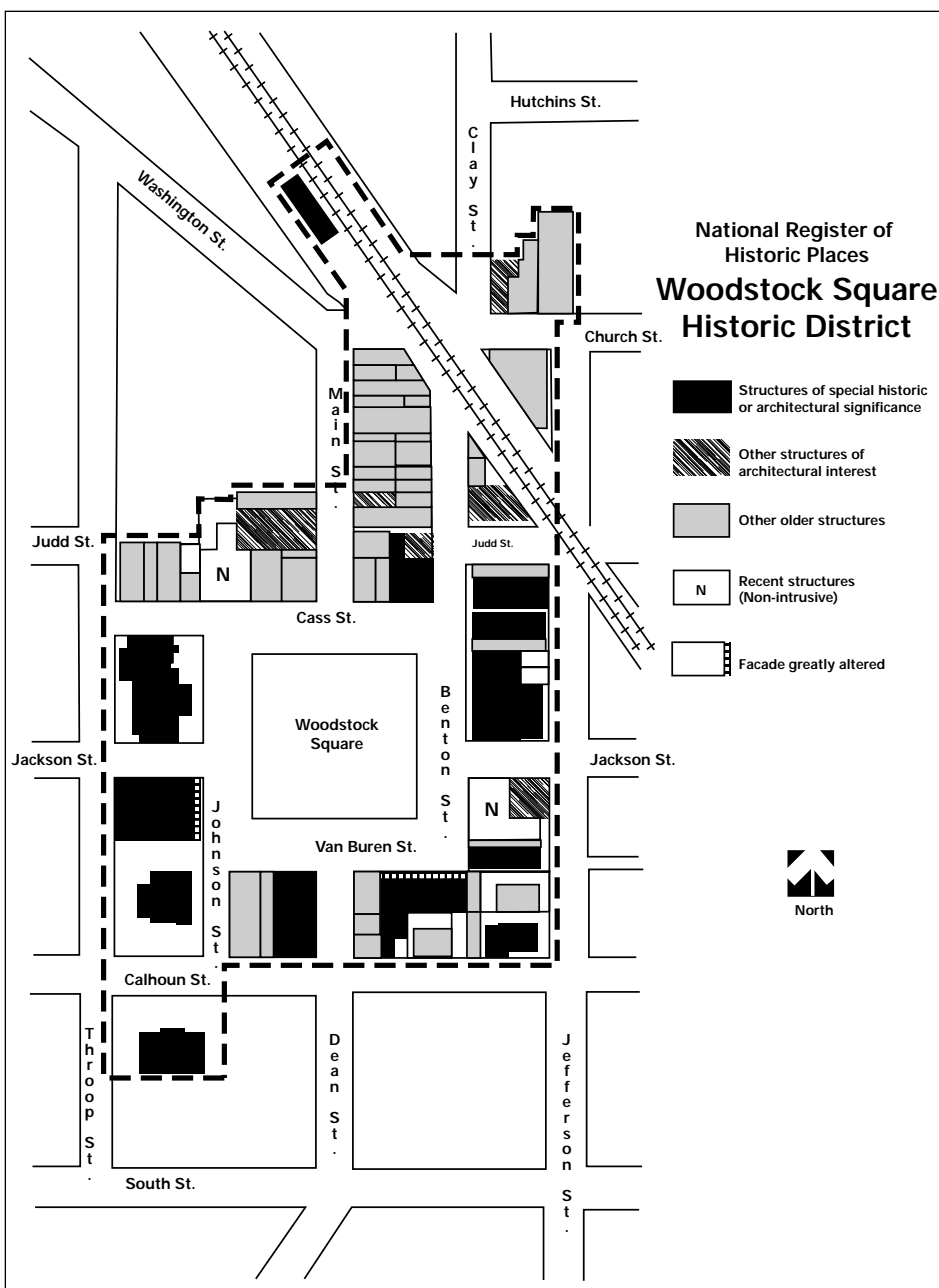


several stately dwellings that were once homes to some of Woodstock's most prominent citizens. The demolition of churches and a service station made room for the modern brick office buildings.

The construction of the US 14 bypass of Woodstock slowed redevelopment, and contributed to changes on and around the Square and businesses located or relocated to IL 47. To compete with the highway oriented shopping centers and businesses, convenient parking around the perimeter of the square became an issue in the 1970's and 80's, and at that time more structures were demolished to make room

**Figure 1**

Properties included in the application for the Woodstock Square Historic District and listed on the National Register of Historic Places in December, 1982.



for new parking lots.

The McHenry County Court House and the Woodstock Opera House were listed as landmarks on the National Register of Historic Places in 1974. In 1982, the Woodstock Square Historic District was listed on the National Register. The National Register District encompassed 73 buildings, however, four were subsequently demolished. The boundaries included Central School (now City Hall) on the south and the Woodstock Train Station on the north. Figure 1 shows the map that was included in the nomination form for the Woodstock Square Historic District.

In 1996, the Woodstock City Council established the City's first locally designated historic district—the Woodstock Downtown Business Historic Preservation District, which includes the National Register district. All properties

within this local district are subject to the requirements of the Historic Preservation Ordinance.

### **Design Review Process**

Anyone contemplating work on the exterior of a historic landmark or any property in the Downtown Business Historic Preservation District should contact the Community Development Department as early in the planning as possible. The Community Development Department will identify which work will require approval from the Historic Preservation Commission and which may be approved administratively. Approval is granted via a Certificate of Appropriateness.

The Historic Preservation Commission reviews all Category II Major Projects which generally are defined as any projects affecting the exterior of a structure or property that requires a building permit. The Historic Preservation Commission meets the first Monday of the month at 7:00 p.m. All applications and accompanying materials must be submitted to the Community Development Department at least 14 days prior to the meeting. Any decision of the Historic Preservation Commission may be appealed to the City Council.

Category I Minor Projects, including color changes, door and window replacement, and awning replacement, are reviewed and approved administratively by the Community Development Department. An applicant may appeal an administrative decision to the Historic Preservation Commission

Certificate of Appropriateness applications and submittal requirements may be obtained from the Community Development Department.

The Historic Preservation Commission welcomes and encourages pre-application reviews in which an applicant provides photographs and preliminary design concepts and obtains preliminary feedback and suggestions from the Commission.

### **Designated Landmarks**

Designated landmarks are those structures which are listed on the National Register of Historic Places or which have been designated as landmarks by the Woodstock City Council.

Landmark designation recognizes a building's significance as a stand-alone structure, with less regard to the historic context of surrounding properties.



Erected in 1889, the Romanesque style Opera House and City Hall Building was placed on the National Register of Historic Places in 1974.



Built in 1857, the old McHenry County Court House served as the county government offices for more than 100 years. It was placed on the National Register of Historic Places in 1974.

Maintenance of designated landmarks is imperative, to prevent deterioration which would require replacement of historic building materials. When replacement does become necessary, every effort should be made to duplicate the original materials.

The *Secretary of the Interior's Standards for Rehabilitation* (see Appendix C) must be met before a Certificate of Appropriateness can be approved for a change to a designated landmark.

### For More Information

The City's Historic Preservation Commission is charged with reviewing all projects which affect the exterior of structures in the Woodstock Downtown Business Historic Preservation District. The Commission, consisting of seven members appointed by the Mayor, is staffed by the Community Development Department located in the City Hall, 121 W. Calhoun Street (phone 815/338-4305). Project applications, applications for landmark status, and information about Historic Preservation Commission meetings can be obtained from the Community Development Department.

The Woodstock Public Library has a number of books and pamphlets which may be helpful. The library also has a good local history collection which includes census records, atlases, city directories, and newspaper microfilm. Copies of technical pamphlets such as the Preservation Briefs series may be viewed at the Community Development Department.

There are many preservation resources on the internet including:

[www.traditional-building.com](http://www.traditional-building.com)

[www2.cr.nps.gov](http://www2.cr.nps.gov)

[www.cr.nps.gov/nr](http://www.cr.nps.gov/nr)

[www.nationaltrust.org](http://www.nationaltrust.org)

[www.mainst.org](http://www.mainst.org)

[www.oldhouse.com](http://www.oldhouse.com)

[www.preservenet.cornell.edu](http://www.preservenet.cornell.edu)

[www.state.il.us/HPA/](http://www.state.il.us/HPA/)

[www.landmarks.org](http://www.landmarks.org)

## Storefront Commercial Buildings

in the City of Woodstock Downtown Business Historic Preservation District

Commercial buildings in the historic district reflect the variety of styles that have been popular over the decades. Typically, the upper stories of buildings have seen fewer alterations, though several underwent major changes in window styles and cornices shortly after the turn of the century. Most commercial buildings in Woodstock were never highly ornate in their detail. Figure 2 illustrates typical design elements of a traditional storefront.

### Storefronts

From street level, the storefront is the architectural focal point of the building. The various elements of the storefront served various utilitarian functions.

Large glass storefronts were important to shopkeepers located in the Woodstock Square Historic District. The larger the window, the more daylight could light the store, which was especially important before electric lighting was available. Also, the larger the window, the more wares a shopkeeper could display to attract potential customers. Between the 1830's and 1860's, 4'x6' sheets of glass could be produced by a technique known as cylinder production. (Prior to that glass had to be hand blown.) Along with larger panes came cast iron sashes that replaced wood sashes.

Plate glass development brought a dramatic change in storefront design. Ornate, Victorian storefronts replaced simple post and lintel design. The plate glass display windows that slanted inward toward recessed doorways were considered essential.

Specialized transom glass, which redirected daylight into buildings, was part of the storefront design into the 1920's. As these became passé, most were covered over with signboards, new façade materials, or paint. Over the years, streets and sidewalks around the Square have been raised, resulting in

Figure 2  
Typical design elements of a traditional Woodstock storefront.

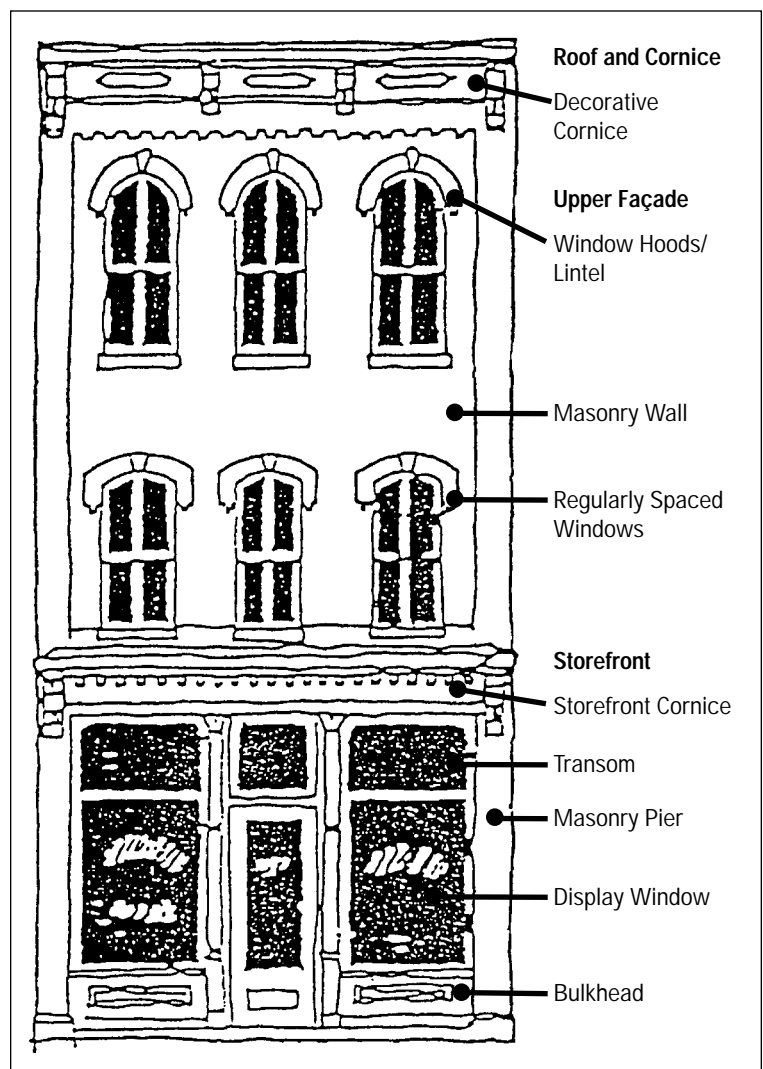




Illustration from the 1872 County Atlas showing Van Buren Street storefronts.

changes in storefront entrances. Where a customer may have had to step up a couple stairs to enter a building, a handicapped accessible slope now exists.

**General Requirements**  
Continuous storefronts should be located around the square, especially along Main Street, Benton Street, the east side of

Throop Street; as well as other commercial areas around the Square where historically appropriate.

The following design guidelines shall apply to all storefronts in the Historic District.

1. Continuous storefronts are strongly encouraged even where offices and restaurants occupy the first floor spaces.
2. Whenever possible, existing historic storefronts should be refurbished or restored.
3. Alterations may be retained if they are well designed and constructed.
4. When a new storefront is required, it should be constructed of materials similar to those of historic storefronts (ie. metal or wood frames and glass) with proportions, heights, and profiles that are appropriate to prevailing existing storefronts.
5. The storefront should be designed to fit inside the original framed opening and not extend beyond it. To emphasize this feeling of containment, a storefront might be set back slightly (6 to 12 inches) from the front, or the entrance area may be further recessed also increasing the window display area and providing a semi-protected vestibule.
6. The approach to replacement of historic doors and windows should be prioritized as follows:
  - 1) repair of historic materials;
  - 2) replacement with same type of materials, and as a last resort,
  - 3) replacement with similar or like materials.



Historic entrance on Benton Street

## Entrances

7. Historic entrance doors should be retained and restored on buildings which are designated as landmarks or which have the potential to be designated as landmarks. Attractive durable hardware including brass door pulls and kick plates add to the overall appearance of the front entrance.
8. Double entry doors and pairs of doors were common and are encouraged.
9. Replacement doors must be constructed of the same material and must be similar in size, proportion, and appearance to the original. Wood doors are encouraged.
10. In the case of new storefronts in existing storefront areas, entry doors should be constructed of wood with a large glass panel. Contemporary doors such as flush doors are not appropriate to the style of a historic building. Doors with moldings, cross bucks, or window grills are more residential in character and are not appropriate.
11. Recessed entrances should be retained or restored. New storefronts in existing commercial areas should be constructed with an appropriate recessed entrance.

## Display windows

12. Original size, division and shape of display windows within the overall storefront frame should be preserved. Glass should be transparent.
13. Darkly tinted windows and mirrored windows that block two way visibility are prohibited in the Historic District.



Historic photo of a Woodstock storefront c.1900.

## Transom windows

14. Transom windows should be restored to glass. They may be clear, beveled, leaded, etched, or prism glass. The area can also be used for signage, painted on the glass. Existing prism glass transoms should be retained.
15. If a ceiling has been lowered, dark painted panels can be placed behind transom windows to simulate transparency and depth.

### **Bulkheads**

16. Original bulkhead materials should always be retained, maintained or uncovered when possible.
17. If new bulkheads are required, they should be a material appropriate to the particular storefront and structure. Typically, bulkheads were constructed of wood panels, polished stone, glass, tile or stone. New bulkheads should be at the same height as the originals and should be compatible with surrounding storefronts.
18. Simplified bulkheads may be provided for newer storefronts.

### **Storefront cornice**

Storefront cornices in Woodstock traditionally were relatively modest and simple.

19. Storefront cornices should be restored. Traditional materials such as wood, sheet metal, or sometimes the horizontal supporting steel beam served as the storefront cap.

### **Side piers**

20. Side piers should be maintained or restored. Where new side piers are necessary they should be constructed of the same material as the upper façade, or occasionally a contrasting masonry material, if appropriate to the particular building.

### **Awnings**

21. Traditional shed type cloth awnings with a valance are encouraged.
22. Awnings may be fixed or retractable. Awnings should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. The awning materials should be of cloth or canvas. Barrel vault, semi-circular or umbrella forms are not appropriate, nor are aluminum, wood, or plastic materials.
23. Signage on the valance part of awning, in compliance with the sign ordinance, is acceptable.
24. Awning installations should not damage or obscure significant existing building features. Awnings should cover less than one-third of the storefront window; they may be positioned above or below transom windows but should be compatible with surrounding buildings.

## **Masonry Walls**

25. Masonry wall surfaces that are in good condition and have not been painted should remain unpainted.
26. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
27. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

## **Tuckpointing/Repointing**

Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing is undertaken in the wrong manner.

28. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick.
29. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
30. Proper tooling of finished joints should match the old joints.

## **Siding**

31. Siding is prohibited on all masonry structures in the historic district, even cement block.
32. Where siding was installed over masonry prior to the adoption of the Historic Preservation Ordinance, owners are encouraged to remove the siding and restore the original masonry.



The white glazed brick and second story windows of this Benton Street property were restored to its 1912 appearance .



### **Painting**

- 33. If a brick façade was originally painted, it should remain painted. Normally, the previous paint type should be used.
- 34. If a brick façade has never been painted, it should not be painted.
- 35. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.

### **Roofs**

Maintenance is a key element in preserving a structurally sound, weathertight roof and should be a priority with owners of historic buildings.

- 36. Roofs that are visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic façades unless there is a historic precedent and proof of a pre-existing condition.
- 37. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or replaced with identical materials, when necessary.

### **Cornices**

Older cornices were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice repair or replacement requires the selection of appropriate replacement material, proper fabrication, and watertight installation.

- 38. Restoration of historic cornices is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting “cap” to the building façade.

### **Building Name**

- 39. Many buildings originally had a decorative pediment that gave the name of the building/block. Where appropriate, these pediments should be re-established.

## Upper Story Windows

The size, proportion, placement and style of windows combine with the solid masses of the exterior façade to establish balance and create visual harmony in the building exterior appearance.

40. Upper story windows should not be blocked in.
41. If a window is missing or has deteriorated beyond repair, the replacement should match the original window. Replacement windows should always fill the entire opening and duplicate the original type of sash, pattern of light divisions and profile. For example, a double-hung sash window should not be replaced by a single fixed pane of glass. Windows and shutters not in keeping with the style of the building should not be used.



42. Window materials should match original materials.
43. Storm windows may be used to conserve energy. Storm windows must conform to the size and shape of the original opening and match the color of the sash. Building owners should consider interior storm windows, which may be more practical to install and maintain.

(Top) The pediment at the top of this building identifies it as the Sherman Block.

(Bottom) An example of historic upper story windows on Benton Street.

## Shutters

44. Shutters are prohibited unless there is historic evidence that shutters were once present on the building. If such evidence exists, shutters must be sized appropriately.
45. Shutters must be wood.

## Additions and New Construction in Existing Storefront Areas

46. Additions should match existing buildings in terms of shape, proportion, mass, materials, and colors. New additions should be located so there is the least possible loss of historic materials and so that



The Church Block on Benton Street.  
(Top) c.1920 and (bottom) present day.

character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new, and should also be sympathetic to the historic structure.

47. New construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials. Artificial siding and metal fascia is generally prohibited. New construction should not attempt to replicate historic buildings.

#### **Materials or Types of Construction to be Avoided for Storefront Commercial Buildings**

- Vinyl siding, shutters, or trim, vinyl windows
- Aluminum siding
- Wood siding consistent with residential construction
- Rustic wood shakes, barn wood
- Corrugated metal
- Corrugated fiberglass
- Imitation rock, wood, stone or brick veneers
- Metalized reflective glass
- Glass block
- Plywood
- Wood shingle façade coverings or canopies
- Metal canopies or awnings

# Non-Storefront Commercial and Industrial Buildings

in the City of Woodstock Downtown Business Historic Preservation District

## General Requirements

Other commercial and industrial buildings are found interspersed with residential buildings. Included in this category are several gas stations which reflect the time before the US 14 bypass, when all traffic passed through the center of town.

Some buildings in this category are less than 50 years old and lack distinctive architectural features and/or a traditional appearance. Older buildings that have survived, have done so with relatively few changes, and provide a glimpse of the rich industrial history of the Historic Preservation District.

Alterations to modern buildings should strive toward a more traditional appearance with traditional materials (especially brick) and details. These buildings should not be changed to look “historic”; rather façade changes should be compatible with the overall character of the historic district.

Exterior alterations to older buildings should be minimal. Original openings and proportions should be retained. Only minor changes will be allowed on primary or public elevations.

Where new uses require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public way.



Located just outside of the Historic District, Woodstock Typewriter factory windows were once shaded by retractable awnings.

## Siding

1. Siding is prohibited on all masonry structures in the Historic District, even cement block structures.
2. Where siding was installed prior to the adoption of the Historic Preservation Ordinance, owners are encouraged to remove siding and restore original materials.

## Masonry Walls

3. Wall surfaces which are in good condition and have not been painted should remain unpainted.
4. Sandblasting, high pressure water washes, and other abrasive

cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.

5. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

### **Tuckpointing/Repointing**

Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing is undertaken in the wrong manner.

6. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8<sup>th</sup> of an inch thick.
7. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
8. Proper tooling of finished joints should match the old joints.

### **Painting**

9. If a masonry façade was originally painted, it should remain painted. Normally, the previous paint type should be used.
10. If a masonry façade has never been painted, it should not be painted.
11. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together.

### **Building Name**

12. Many buildings originally had a decorative pediment which gave the name of the building/block. Where appropriate, these pediments should be re-established.

## Cornices

Older cornices were typically made of one or more of the following materials: sheet metal, wood, ornamental brick, stone, cast stone, or terra cotta. Cornice repair or replacement requires the selection of appropriate replacement material, proper fabrication, and watertight installation.

13. Restoration of historic cornices is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting “cap” to the building façade.



Adaptive reuse of the former post office on Johnson Street.

## Roofs

14. Roofs visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic façades unless there is a historic precedent and proof of a pre-existing condition.

## Entrances

15. Historic entrances should be maintained or restored.
16. Entrances should be maintained and enhanced through lighting, signage, landscaping, and color.

## Windows and Doors

17. The approach to replacement of historic doors and windows should be prioritized as follows:
  - 1) repair of historic materials;
  - 2) replacement with same type of materials, and as a last resort,
  - 3) replacement with similar or like materials.
18. Deteriorated windows should be replaced with the appropriate sash and pane configuration. Window materials should match original materials.
19. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited in the Historic District.
20. Historic doors should be retained and restored on buildings

designated as landmarks or which have the potential to be designated as landmarks.

21. Replacement doors must be constructed of the same material and must be similar in size, proportion, and appearance to the original. Wood doors are encouraged.

#### **Awnings**

22. Traditional shed type cloth awnings with a valance are encouraged. Awnings may be fixed or retractable. Awnings were often found on early 20th century buildings.
23. Awnings shall not be shiny, synthetic materials nor shall they be pulled tightly around aluminum or metal frames. The awning materials should be of cloth or canvas and the valance should be free to move in the wind. Barrel vault, semi-circular or umbrella forms are not appropriate, nor are aluminum, wood, or plastic materials.
24. Awning installations should not damage or obscure significant existing building features.

#### **Additions and New Construction in Existing Non-Storefront Areas**

25. Additions should match existing buildings in terms of shape, proportion, mass, materials, and colors. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new but are also sympathetic to the historic structure.
26. New construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials. Vinyl or metal siding and fascia are prohibited. New construction should not attempt to replicate historic buildings.

#### **Landscaping**

27. Landscaping with traditional materials and forms is encouraged. Some Woodstock industries historically had elaborately landscaped grounds with flowerbeds planted to showcase the

company name and with trees, shrubs, and benches on the grounds.

**Materials or Types of Construction to be Avoided for  
Non-Storefront Commercial and Industrial Buildings**

Vinyl siding, shutters, or trim, vinyl windows  
Aluminum siding  
Wood siding consistent with residential construction  
Rustic wood shakes, barn wood  
Corrugated metal  
Corrugated fiberglass  
Imitation rock, wood, stone or brick veneers  
Metalized reflective glass  
Glass block  
Plywood  
Wood shingle façade coverings or canopies  
Contemporary metal canopies or awnings



## Design Review Guidelines for Residential Structures

in the City of Woodstock Downtown Business Historic Preservation District



The Jacob Harder House located at Calhoun and Hayward Streets was built in 1852. It is the oldest documented house in Woodstock.

Residential structures in the historic district exist in a variety of types and conditions, but virtually all of them are at least 50 years old.

The oldest documented house in the historic district is the Jacob Harder house which was built in 1852 and is located at the northeast corner of Hayward and Calhoun Streets..

The houses of some of Woodstock's most prominent residents at the turn of the

century were demolished in the 1960's and 1970's and replaced by the new commercial buildings.

Apartment buildings were built around the perimeter of the Square, starting at the turn of the century, and have maintained much of their original appearance.

Many single family residential structures have been converted to multi-family rental dwellings and have subsequently lost some of their historic integrity due to the removal of porches and ornamental trim, the installation of aluminum or vinyl siding, and the construction of additional exits and outside stairways. Inadequate parking facilities on these lots also detract from the historic character of the original residences. Unlike converted single-family residences, owner occupied residences in the Historic District have seen significant restoration or renovation efforts which greatly contribute to the overall character of the Historic District.

### General Requirements

Residential structures should be restored with historically and stylistically appropriate building materials.

1. Original historic details should be retained. If a particular element is deteriorated beyond repair, it should be duplicated. Residences should be restored to their original appearance. If the original

appearance of a residence is unknown and most original details have been removed, future alterations should be in keeping with the style, materials, mass and proportions of the time period in which the building was constructed.

### **Siding**

2. Siding is prohibited on all masonry structures in the Historic District.
3. Where artificial siding (eg. asbestos, aluminum, vinyl, asphalt) was installed prior to the adoption of the Historic Preservation Ordinance, owners are encouraged to remove siding and restore original materials.
4. Artificial siding, where it does not already exist, is prohibited on all buildings which are 50 years old or older. On newer buildings, artificial siding will be considered by the Historic Preservation Commission on a case by case basis.
5. Replacement siding of any type should not obscure architectural features or trim.

### **Masonry Walls**

6. Wall surfaces which are in good condition and have not been painted should remain unpainted.
7. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
8. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

### **Tuckpointing/Repointing**

Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage



The Josiah R. Hyde house, built in 1894, is one example of the Victorian style often found in Woodstock.

can be done to buildings when tuckpointing is undertaken in the wrong manner.

9. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than  $3/8^{\text{th}}$  of an inch thick.
10. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
11. Proper tooling of finished joints should match the old joints.

#### Windows and Doors

12. The approach to replacement of historic doors and windows should be prioritized as follows:
  - 1) repair of historic materials;
  - 2) replacement with same type of materials, and as a last resort,
  - 3) replacement with similar or like materials.
13. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited.
14. Original doors should be restored. Where original doors no longer exist, replacement doors should be wood and similar in appearance to the styles of doors that were common when the residence was originally constructed.
15. Deteriorated windows should be replaced with the same sash and pane configuration. Window materials should match original materials.
16. Where new uses require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public way.

#### Shutters

17. Shutters may be used where historically appropriate. If shutters are installed, they should be functional, or at least sized and shaped to give the appearance of functional shutters.
18. Shutters must be wood.

## Awnings

19. Awnings and other historically appropriate ornamental and decorative features are encouraged. Awnings were often found on turn of the century “Victorian” residences.
20. Awnings should duplicate the size, style and cloth look utilized at the turn of the 20th century. Awnings should not be shiny synthetic materials.

## Ornamentation

21. Decorative/ornamental features should be maintained or restored, where appropriate. Many houses in the historic district had features such as brackets, spindles, and shingles which were removed when artificial siding was installed, thus detracting from the historic character of the property. It is noted, however, that fancy “gingerbread” trim is not historically appropriate for many houses in the District.

## Porches, Balconies, Widows Walks, and Cupolas

These features have typically been altered or removed over the decades due to the maintenance problems they present, yet they play an important role in defining the historic character of a residential structure.

22. If other elements of a residence are relatively intact, homeowners are encouraged to restore these features. Where a residence has already been significantly altered, first priority should be given to reconstruction of a historically appropriate porch.
23. Balconies, cupolas, etc. should not be added to houses where they would not originally have been found.



Broad porches often play an important role in defining the historic character of Woodstock's older homes.

## Additions and New Construction

24. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be

compatible with the massing, size, scale, and architectural features to protect the integrity of the property and its environment.

25. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new but should also be sympathetic to the historic structure.
26. New infill construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials.

#### **Accessory Buildings**

Depending on their style and location, accessory buildings can enhance the historic quality of a property or detract greatly from the historic quality.

It is recognized that many one car garages in the Historic District have been severely neglected and are not adequate in size for modern automobile needs. These garages do not meet modern building and zoning codes.

27. New replacement garages should complement the style, color, and materials of the existing residential structure.
28. New accessory structures such as gazebos, screen houses, and storage sheds should be situated on a lot so as to be screened as much as possible from public view.

#### **Parking**

29. Adequate parking for multi-family residential structures in the Historic District should be provided in such a way as to not detract from the historic character of the residential neighborhood. Parking should be provided for multi-family structures at the rear of the building, where it is least visible from the public way. Parking areas, which are visible from the street, should be screened.
30. Parking areas in front of historic residential structures are not appropriate.

## **Landscaping**

Landscaping for one and two family structures is not subject to the Historic Preservation Ordinance, however, like accessory buildings, landscaping can significantly contribute to or detract from historic character.

During the time period of significance, native plant species, street trees or groupings of trees were planted. Rock gardens and multi-level gardens were planted in the early 20th century. Vases, fountains, urns, birdhouses, benches, and cast iron fences were among the landscape features that might have been found on a residential lot.

The planting of formal foundation shrubs was a late Victorian idea when foundations tended to be higher than previous periods.

## **Materials or Types of Construction to be Avoided for Residential Structures**

- Vinyl siding, shutters or trim, vinyl windows
- Aluminum siding
- Rustic wood shakes, barn wood
- Corrugated metal
- Corrugated fiberglass
- Imitation rock, wood, stone or brick veneers
- Metalized reflective glass
- Glass block
- Plywood
- Wood shingle façade coverings or canopies
- Contemporary metal canopies or awnings



This recently restored home at Fremont and Bunker Streets is another example of the Victorian style in Woodstock.

*Some of the homes pictured in this Section are outside of the Historic District, but they are included here as representative examples of styles and features discussed in the text.*

## Public and Institutional Buildings

in the City of Woodstock Downtown Business Historic Preservation District

### Background

Public and institutional buildings in the Historic District include the former Woodstock High School (now City Hall), the Woodstock Opera House (originally City Hall, Library, and Fire Department), the Congregational Unitarian Church, St. Mary Roman Catholic Church and



First Presbyterian Church at  
Calhoun and Tryon Streets

Schools, the First Presbyterian Church, the former Grace Lutheran Church, the Chicago and Northwestern Depot, the former McHenry County Court House and McHenry County Jail, and the former Woodstock Post Office. Several other churches were also once located in the historic district but were destroyed by fire or demolished to make room for new buildings. This category also includes fraternal organizations such as the Elks

### Club or Moose Lodge.

Public and institutional buildings are familiar local visual features that often can be seen from many vantage points. They were typically designed by architects from Chicago and often exhibit a definite architectural style rather than a vernacular style.

The continued long-term use of public and institutional buildings in a growing community presents real challenges to the preservation of the historic integrity of these structures. Space shortages, parking shortages, and public accessibility issues must be addressed. In some instances, users and inhabitants of such buildings as the McHenry County Court House, the Woodstock Post Office, and Grace Lutheran Church have relocated to new facilities.

The example set by the use or adaptive reuse of the original structures will be noticed by the entire community and will set the precedent for private projects.

## **General Requirements**

1. Alterations to the public sides of historic public and institutional buildings should be avoided. Original openings and proportions should be retained. Where adaptive re-use require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public way.

## **Siding**

2. Siding is prohibited on all masonry structures in the historic district.
3. Where artificial siding (eg. asbestos, vinyl, aluminum, and asphalt) was installed prior to the adoption of the Historic Preservation Ordinance, owners are encouraged to remove siding and restore original materials.
4. Architectural features or trim should not be obscured by replacement siding.

## **Masonry Walls**

5. Wall surfaces, which are in good condition and have not been painted, should remain unpainted.
6. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
7. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

## **Tuckpointing/Repointing**

Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing is undertaken in the wrong manner.



8. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8<sup>th</sup> of an inch thick.
9. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
10. Proper tooling of the finished joint to match the old joints.

### **Painting**

11. If a masonry façade was originally painted, it should remain painted. Normally, the previous paint type should be used.
12. If a masonry façade has never been painted, it should not be painted.
13. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together.

### **Building Name**

14. Many buildings originally had a decorative pediment that gave the name of the building/block. Where appropriate, these pediments should be re-established.

### **Windows and Doors**

15. The approach to replacement of historic doors and windows should be prioritized as follows:
  - 1) repair of historic materials;
  - 2) replacement with same type of materials,  
and as a last resort,
  - 3) replacement with similar or like materials.
16. Deteriorated windows should be replaced with the same sash and pane configuration. Window materials should match original materials.
17. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited in the Historic District, if they are visible from the public right of way.
18. Original doors should be restored on buildings designated as landmarks or which have the potential to be designated as landmarks.

## **Ornamentation**

19. Decorative/ornamental features should be maintained or restored, where appropriate.

## **Additions and New Construction**

20. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the integrity of the property and its environment.
21. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new but should also be sympathetic to the historic structure.
22. New infill construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials.

## **Landscaping**

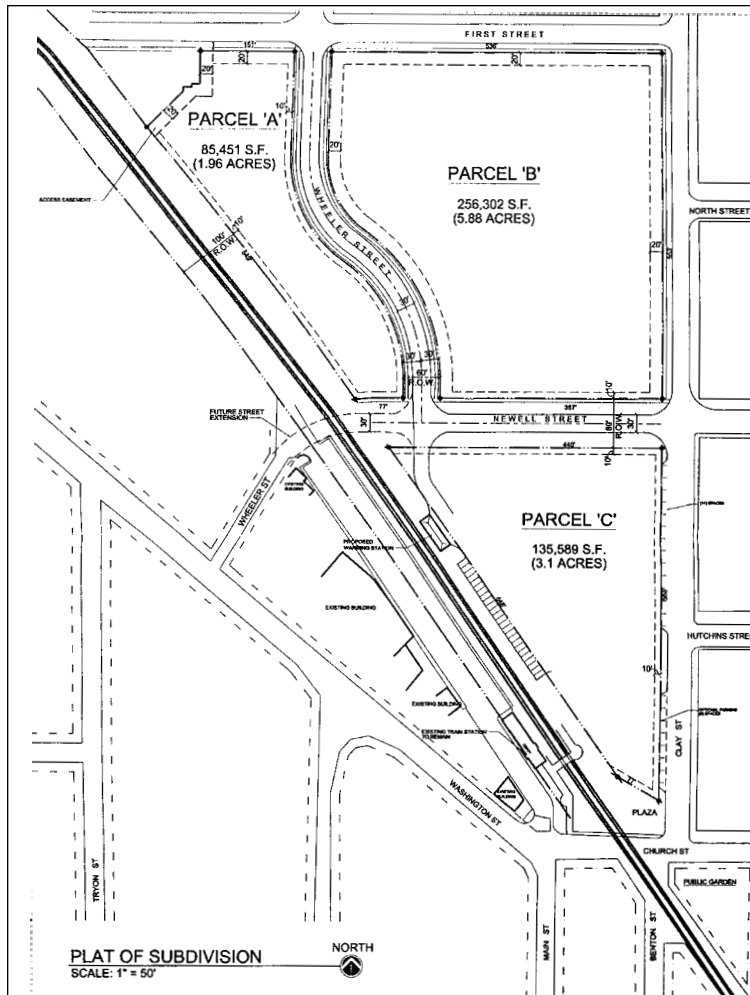
Public and institutional buildings tend to cover almost the entire area of the lot on which they were located, leaving little room for landscaping. Trees were often planted only where they were needed for shade.

## **Materials or Types of Construction to be Avoided for Public and Institutional Buildings**

Vinyl siding or trim, vinyl windows  
Aluminum siding  
Wood siding consistent with residential construction  
Rustic wood shakes, barn wood  
Corrugated metal  
Corrugated fiberglass  
Imitation rock, wood, stone or brick veneers  
Metalized reflective glass  
Glass block  
Plywood  
Wood shingle façade coverings or canopies  
Contemporary metal canopies or awning

## Design Review Guidelines for the Die Cast Site

in the City of Woodstock Downtown Business Historic Preservation District



The former Die Cast Site offers infill redevelopment opportunities within the context of the Historic District.

inclusion in the District not only reflects its importance to the historical vitality of Woodstock, but to the future economic revitalization of the downtown and surrounding neighborhoods. It is also the desire of the City that redevelopment of the site be sensitive to the historic context in which it is located.

It should be recognized that new buildings within the Historic District also will be old one day, and they should be able to age gracefully.

The following design guidelines should be utilized for the former Die Cast Site and any other new construction sites within the Historic District as they may occur.

### History/Background

The 12-acre vacant parcel roughly bounded by Clay Street on the east, First Street on the north, the Union Pacific railroad on the west and Church Street on the south is commonly known as the Woodstock Die Cast Site.

The Woodstock Die Cast Site is located within the Downtown Business Historic Preservation District. In 1896, the site became home to the Oliver Typewriter Company—one of two major typewriter manufacturers which were once located in Woodstock. As a major employer within the City, this facility had a tremendous economic impact on the downtown and surrounding neighborhoods. The manufacturing facility evolved over the years into the Woodstock Die Cast plant. When it ultimately closed in 1990, 757 jobs were lost. The City acquired the property in 1993 and since rehabilitation/adaptive reuse of the property was cost prohibitive, it subsequently demolished the structure in 1993. The site's

## **Overall**

1. New development should not negatively impact the historic buildings and historic character of the Downtown Business Historic Preservation District. The development of the Die Cast Site should not detract from the historic character of the District. It will be designed to be sensitive to the structures in the Historic District and compatible with them in terms of size, scale, materials, and character of those properties as well as the surrounding neighborhoods.
2. New development should not strive to replicate historic structures. It should complement, not overwhelm, the Historic District. Shapes, forms, materials and styles that compliment the neighborhood and that are typical in the Historic District should be considered.
3. The new development should be pedestrian-friendly both in terms of design features and amenities. Visual appeal for both pedestrians and motorists should be considered.
4. Infrastructure should be well coordinated and well screened. Utilities should be underground. Accommodate accessibility modifications at side or rear entrances, if necessary, to maintain façade integrity.

## **Site Layout**

5. The overall site layout should utilize a traditional grid network of through streets without cul-de-sacs and dead-ends.
6. All parking lots and garages should be located at the rear of buildings, in the interior of the development blocks or where least visible from public view.
7. The building setback line should be consistent with the setbacks for other similar structures in the Downtown Business Historic Preservation District.
8. Mechanical, service, storage and loading areas should be well-screened and should be located away from public and pedestrian areas, at the rear of buildings or where least visible from public view.

## **Building Materials and Colors**

9. Building materials used should be of high quality and durability;

**Examples of Historic Residential Styles  
Found in Woodstock**



Italianate home on West Jackson Street.



Colonial Revival home on South Hayward Street.



Craftsman style home on North Tryon Street.



Prairie style home on West Judd Street.

traditional in nature such as brick, cut or cast stone, tile, metal and wood; and should complement the existing contextual materials found within the Downtown Business Historic Preservation District. Materials and design elements should consider the effect of small-scale details on visual appeal for pedestrians.

10. Vinyl, plastic, rustic finished wood, aluminum siding, trim or panels, concrete wall panels, exterior insulating finish systems (including Dryvit, stucco, and Fypon) are not appropriate for use in the Historic District.
11. Masonry should not be painted. Decorative trim should be painted in traditional colors commonly found within the Historic District. Applied elements—such as awnings, signage and light fixtures—should coordinate with, rather than overwhelm, the color scheme of the building. Pastel and neon colors should be avoided.

## **Building Design**

### **General**

12. Buildings should have massing and form similar to other buildings in the Historic District. Large structures shall be designed to reduce their perceived height and bulk by dividing the building mass into smaller-scale components. Façades should utilize traditional features such as bay windows, recesses, inset wood panels, porches, frieze and corner boards, awnings, etc. to break up or minimize scale.
13. Architectural styles should be compatible with historic styles found in Woodstock. Most commonly found in the Downtown Business Historic Preservation District is the two-part commercial block. They are generally two- to four-stories characterized by a horizontal division into two distinct zones. The single story lower zone at street level indicates public spaces such as retail stores, banks, etc. The upper zone suggests more private space such as offices or residential.
14. Historic residential styles in Woodstock include—but are not limited to—Greek Revival, Italianate, Second Empire, Folk Victorian, Queen Anne, Prairie, Craftsman and American Foursquare.
15. Front façades should face public streets. There should be no blank walls facing public streets. Structures on corners should be

“double fronted” – with entrances, significant architectural features, lighting and signage on both street-facing sides.

### **Commercial Buildings**

16. Commercial structures should be constructed at the building setback line.
17. Commercial buildings should be traditional in form and should have storefronts with recessed entries and large display windows.
18. Storefront framing may be traditional or metal. Glazing should not extend to the ground.
19. Commercial buildings should be designed with similar rhythm (windows, including transoms, doors, storefronts, and piers) to existing commercial buildings in the Historic District.
20. The primary façade of a building should be oriented toward a public street. Where a building is located on two or more streets, public entrances and architectural details should be located on both street façades.
21. Commercial buildings should have roofs that are flat or nearly flat and are hidden behind parapet walls.



A home on Lawrence Avenue in the Spanish Eclectic style.



An American Foursquare on South Dean Street.

### **Ornamentation**

22. Cornices and storefront cornices should be in proportion to the building, should not be too elaborate, and should not overwhelm other features of the building.

### **Awnings & Signage**

23. Awnings may be fixed or retractable; in a traditional shed style with a free moving valance. Awnings should not cover architectural elements or span across structural bays unless they are retractable. Signage should never cover architectural details.
24. Awning materials should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. Awning colors should complement rather than overwhelm the overall building color scheme.
25. Awnings should not be backlit or internally illuminated.
26. All signage in the Downtown Business Historic Preservation District is subject to review by the Community Development Department as outlined in the Woodstock Sign Ordinance.



A Dutch Colonial Revival home on Lawrence Avenue.

27. Awnings and signage used at rear entrances should coordinate with the front façade design scheme to enhance business identity.

#### **Storefront Entrance Doors**

28. Entry doors should be constructed of wood with a large glass panel. Doors with moldings, cross bucks, or window grills are more residential in character and are not appropriate.

#### **Upper Story Windows**

29. Double hung windows were traditionally found in commercial buildings above the storefronts.
30. Bay windows in keeping with traditional style and proportions may be considered.
31. Vinyl or vinyl clad windows are not appropriate.

#### **Rear Façades**

32. If a building is located such that some parking will occur in the rear or side, well-defined public entrances should be provided.
33. Rear doors for customer use should have large glass panels and should coordinate with the front façade design scheme to enhance business identity.

#### **Institutional/Public Use Buildings**

34. The primary façade of a building should be oriented toward a public street. Where a building is located on two or more streets, public entrances should be located on both streets.

#### **Residential Buildings:**

35. Residential structures should be constructed at the building setback line.
36. Buildings should be pedestrian-friendly with front porches and amenities such as benches and landscaping.
37. Building size and style should provide a transition between commercial structures and the adjoining residential neighborhoods.
38. Accessory buildings should be constructed of the same materials and styles as the residential structure; roof styles should be compatible. Garages (attached or detached) should be located behind the residences.

## **Streets and Streetscapes**

39. Main access streets should be treated as gateways with particular design features.
40. Brick pavers should be used to define crosswalks and to provide a visual connection to the rest of the downtown. Brick paved streets/plazas in commercial areas should be used to tie the Die Cast Site to the Square.
41. Sidewalks in commercial areas should be wide enough to accommodate a variety of activities including outdoor tables, decorative planters and benches, and special events such as sidewalk sales, craft shows, etc.

## **Parking**

### **Surface lots**

42. Safe pedestrian access through parking lots should be provided.
43. Parking lot lighting should be adequate for safety, however it should not spill over into residential areas.
44. Parking lots should be located behind buildings with minimal interruption of building frontages and limited visibility from public streets.

### **Parking Structure**

45. Parking structures should have not more than one entry per street façade (e.g. curb cuts should be minimized)
46. Parking structures should be setback from the public right of way and have a landscaped buffer between the structure and the right of way. Break up long expanses of blank wall with:
  - 1) pilasters to suggest structural bays, or vary massing to provide visual interest, and/or,
  - 2) softened through the use of landscape treatments such as foundation plantings or trellises.
47. Building materials used should be of high quality and durability; traditional in nature such as brick, cut or cast stone, tile, metal and wood; and should complement the existing contextual materials found within the Downtown Business Historic Preservation District. Materials and design elements should consider the effect of small-scale details on visual appeal for pedestrians.



### **Bicycle Parking**

48. Bicycle parking should be conveniently located to encourage bicycling but should not interfere with pedestrians or vehicle parking.

### **Lighting**

49. Site lighting should be designed in accordance with the light level (foot-candle) standards prepared by the Project Review Commission.
50. Traditionally styled, pedestrian level street light fixtures are encouraged.
51. Lighting should be used only to illuminate entries, signage, displays, adjacent pedestrian and parking areas, or to highlight significant architectural elements.

### **Landscaping**

52. A landscape buffer should be provided between parking areas and building walls.
53. The Zoning Ordinance requirements for parking lot landscaping must be met.
54. The Project Review Commission has prepared extensive landscape plan guidelines.
55. Berms are not appropriate for urban landscaping within the Site.

*Some of the homes pictured in this Section are outside of the Historic dDistrict, but they are included here as representative examples of styles and features discussed in the text.*

## Placement of Park Benches and Flower Pots on the Public Right of Way

in the City of Woodstock Downtown Business Historic Preservation District

**P**ark benches and flowers may be placed on public right of way in the Woodstock Downtown Business Historic Preservation District subject to the following conditions:

1. Benches and flower pots must be temporary and of a size and style such that they can be readily moved inside when necessary.
2. Benches and flower pots must be located so as not to pose a hazard for pedestrians.
3. Benches and flower pots must be located in front of the bench/flower pot owner's storefront.
4. At least six feet of unobstructed sidewalk must be available in front of a bench to allow sufficient room for pedestrians and persons occupying the bench.
5. Flower pots may be placed on a sidewalk provided at least four feet of sidewalk width remains unobstructed.
6. During winter months, no benches or pots may be placed on the sidewalks which are cleared of snow by city crews.
7. Benches and flower pots may be decorated but may not be used as signage. Lettering not to exceed 1 inch in height may be used to identify the name of the bench owner only.
8. The City of Woodstock assumes no responsibility for the maintenance or replacement of any benches or flower pots.
9. The City of Woodstock reserves the right to require that a particular bench or benches, flower pot or pots, be removed if problems occur.

## Appendix A:

# Summary of Required Certificate of Appropriateness Review and Approval

Applications for a Certificate of Appropriateness are available in the Community Development Department at City Hall, 121 W. Calhoun St., Woodstock, IL. Office hours are Monday—Friday, 9:00 a.m. to 4:30 p.m. Certificates of Appropriateness for all Category I Minor Projects are reviewed administratively by the Community Development Department. Certificates of Appropriateness for all Category II Major Projects are reviewed by the Historic Preservation Commission.

Type of Project/Work	Category I Minor Projects Community Development Department Approves Certificate of Appropriateness*	Category II Major Projects Historic Preservation Commission Approves Certificate of Appropriateness
Awnings and Canopies	Awning additions or removals; significant change in color or material	
Construction of New Building or Building Addition		All projects visible from public right of way
Cornices	Alterations to existing cornice design, new cornices	
Decks		All projects visible from public right of way
Demolition		All projects
Doors	Replacement of doors with no change in opening size	New doors for new openings or when there is a change in opening size
Dumpster Enclosure	All projects visible from public right of way	
Fencing and Retaining Walls	No, for 1 and 2 family residences; yes for all other uses.	
Gutters	Not required for ordinary maintenance, Yes for new gutters	
Handicapped Accessibility	Yes if visible from public right of way	
Interior Alterations	No	No

Type of Project/Work	Category I Minor Projects Community Development Department Approves Certificate of Appropriateness*	Category II Major Projects Historic Preservation Commission Approves Certificate of Appropriateness
Landscape, Sidewalks	No, for 1 and 2 family residences; yes for all other uses.	
Lighting	Yes, to change a fixture which is visible from the public right of way	Lighting installed in conjunction with major projects
Masonry Cleaning, Tuckpointing or Sealing	All projects	
Ordinary Maintenance	No	No
Painting	No, for 1 and 2 family residences, yes for all other uses	
Parking Lots	All projects	
Roofing	No for replacement of existing materials with identical material; yes for changes in material or color	Yes, if alterations in roof design are proposed
Rooftop Mechanicals	Not required for ordinary maintenance	Yes, if building permit is required and visible from public right of way
Shutters	All projects other than ordinary maintenance	
Siding	All projects other than ordinary maintenance	
Signs	All projects	
Skylights		Yes, if visible from public right of way
Stairs—exterior		Yes, if visible from public right of way
Windows	All projects visible from public right of way if opening is unchanged	Yes, if new /change in opening is proposed
* Due to individual project specifications, the Community Development Department may in some circumstances refer a Category I Minor Project to the Historic Preservation Commission for its review of the Certificate of Appropriateness.		

## Appendix B:

# Design Review Definitions

**Adaptive Reuse**—is a process that adapts old buildings for new uses while retaining their significant historic features.

**Alteration**—Any act or process which changes one or more of the exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction of any improvement as defined herein.

**Architectural Significance**—The distinctive characteristics of a type, period, style, or method of construction or use of indigenous construction, or representing the work of an important builder, designer, architect, or craftsman who has contributed to the development of the community, McHenry County, State of Illinois or the Nation.

**Awning**—A framework covered with fabric projecting from the façade of a building located on a storefront or individual window openings.

**Baluster**—An upright member supporting railing or banister.

**Balustrade**—A railing assembly composed of a handrail which is supported by baluster.

**Certified Local Government (CLG)**—Program established by the National Historic Preservation Act Amendments of 1980 that gives municipalities and counties the opportunity to participate as partners in state and federal preservation activities and incentive programs. Woodstock is a Certified Local Government.

**Construction**—The act of adding an addition to a structure or the erection of a new principal and/or accessory structure on a lot or property.

**Bargeboard**—A wide ornamental fascia board hung from the eaves or in a gable.

**Base**—Lowest part of a structure.

**Belt Course**—A continuous horizontal band on an exterior wall. Also called a string course.

**Belvedere**—Small room-like structure built at the highest point on a building.

**Bevel Siding**—A traditional horizontal wooden siding that tapers to a thin edge and is lapped over the board below it. Also called lap siding, clapboard siding.

**Brackets**—Supporting members of wood, stone or metal often used for both decorative and structural purposes and generally found under projecting features such as eaves or cornices.

**Bulkhead**—The wood or metal panel located beneath the display window in a typical storefront.

**Capital**—The head or topmost part of a round column or rectangular pilaster.

**Carrara Glass**—A trade name for the structural pigmented glass popular in the 1920's and 1930's. Carrara glass was the name that Penn-American Glass Company selected for their white structural glass.

**Casement**—A window that is hinged on one side and swings open like a door.

**Category I Minor Projects**—Projects which do not require a building permit including, but not limited to awnings, windows and doors (with no change in the size of the opening), paint, masonry maintenance (cleaning, sealing, or tuckpointing), dumpster enclosures, gutters, landscape, sidewalks, parking, re-shingling, removing inappropriate and/or non-original siding and simple repairs affecting a nominated or designated landmark or property within a nominated or designated historic preservation district.

**Category II Major Projects**—Projects which require a building permit such as the creation of new openings, enlarging window or door openings, new construction, additions, demolition, storefront renovations, and the replacement of historic elements affecting a nominated or designated landmark or property within a nominated or designated historic preservation district.

**Clapboard Siding**—Horizontal overlapping wood or weatherboard siding.

**Coping**—The capping or top course of a wall, usually intended to protect the wall below it from weather.

**Corbeling**—A series of stepped or overlapping pieces of brick or stone, often forming a support.

**Corner Boards**—Vertical trim boards installed at the outside and inside corners of a wall covered with wooden siding.

**Cornice**—Generally refers to a horizontal, projecting moulding that crowns the top of a wall. Also, a projecting molding that crowns the top of a storefront or façade.

**Cresting**—Metal ornament used to trim the ridge of a roof.

**Dentil Blocks, Dentils**—Ornamental moulding composed of a series of evenly spaced small blocks usually placed under a cornice or overhang.

**Dormer**—Windowed projection from a roof.

**Double Hung Window**—The most common type of window in older buildings. Composed of two windows, each called a sash, that slide up and down.

**Eaves**—The part of a roof that projects beyond the side walls of building.

**Entablature**—Horizontal cross members, architrave, frieze and cornice, supported by a column.

**Eye Window**—Round window located within a gable or pediment façade.

**Façade**—The front face of a building.

**Fascia Board**—A finish board attached to the projecting ends of the roof rafters.

**Fenestration**—The arrangement of windows in a wall.

**Finial**—A carved, turned, or sawn ornament made of wood, metal or stone that crowns a roof, gatepost or some other peak.

**Fishscale Shingles**—Wood or terra cotta shingles with rounded butts.

**Flashing**—Strips of metal or rubber-like material installed on roof areas vulnerable to water leakage such as in valleys or around chimneys. Also used at the top of window and door openings.

**Frieze**—Part of the entablature or similar decorative band or feature.

**Gable**—The triangular upper portion of a wall beneath a peaked roof.

**Gable Ornament**—Ornamental trim beneath the peak of a gable.

**Gable Roof**—A roof that has a ridge at the center and slopes in two directions.

**Gambrel Roof**—Roof with two sloping planes of differing pitches on either side of a ridge, the lower place being the steeper one.

**Glazing**—The transparent or semi-transparent glass in a window.

**Glue Chip Glass**—Opaque glass that has the appearance of frozen ice crystals. Often used in doors and transoms.

**Hip Roof**—A roof with slopes on all four sides meeting at a central point or ridge.

**Hood Mould**—A projecting moulding made of wood, brick , or stone above an arch, door, or window.

**Jamb**—The top and side members of door and window frames.

**Keystone**—The topmost or center brick or stone in an arch.

**Lintel**—A horizontal beam bridging a window or door opening to carry the weight of the wall above the opening.

**Meeting Rail**—The horizontal, overlapping rail in a double-hung window unit.

**Mineral Fiber**—formerly known as cement asbestos. It is roof and siding material made from Portland cement, water, and asbestos or other mineral fiber which is molded under intense pressure to make thin, slate like shingles or sheets.

**Mullion**—A vertical bar which divides a window into sections that may be further subdivided into panes.

**Muntin**—The strips that separate glass panes in a sash. Also called glazing bars.

**Newel Post**—Main upright member that support the handrails of a staircase.

**Oculus**—Small round or oval window.

**Ordinary Maintenance**—That which does not alter the exterior features of a historic site or historic resource within a historic preservation district. Exterior features include the architectural style, design, and general arrangement of the exterior: the nature, and texture of building materials; and the type and

style of all windows, doors, light fixtures, signs, and similar items found on, or related to, the exterior of a historic site or historic resource within a historic preservation district. Ordinary maintenance is that which will have no material effect on the historical, architectural, cultural, or archaeological value of the historic site or resource within a historic preservation district.

**Oriel Window**—Bay window projecting from an upper story supported upon corbels or brackets.

**Parapet Wall**—The portion of a wall that extends above the roof line.

**Parting Strip**—The vertical piece of wood that separates the upper and lower sash of a double hung window.

**Patterned Glass**—A catch-all term used to describe all purpose glass that features an obscured surface to admit light without permitting vision through it.

**Pediment**—The triangular face of a roof gable, especially on a classical style building or any similar form above a door, window, or on a porch roof.

**Pedestal**—Support for a column, statue, etc.

**Pent Roof**—A roof with only a single sloping plane, sometimes a small ornamental roof found projecting from a wall or parapet.

**Pier**—An upright structure of masonry that serves as support.

**Pilaster**—A square or rectangular representation of a column that projects from a wall surface.

**Pitch, Roof**—Angle of the roof expressed in inches of rise per foot, or degrees.

**Plate Glass**—A premium quality clear glass made by rolling sheets of molten glass that are finely polished to remove all blemishes and distortion.

**Portal**—An imposing entrance.

**Portico**—Covered colonnade forming an entrance to a building.

**Prism Glass**—Glass that has a smooth outer surface and an inner, molded surface composed of many tiny, faceted prisms. It can refocus light to areas where it is needed on the interior.

**Quoin (Coign)**—Cornerstones or brickwork resembling cornerstones expressed at corners of masonry walls.

**Rafter**—Usually a sloping member that support the roof sheathing and roofing materials.

**Rehabilitation**—Renewing old buildings for modern living.

**Repointing**—Is the process of removing deteriorated mortar from the joints of a masonry wall to a depth approximately two and a half times the width of a joint and replacing it with new mortar.

**Restoration**—The rejuvenation and/or restoration of historic architectural features.

**Rhythm(s)**—Describes the patterns apparent in a structure's façade.



**Roundhead Window**—A window with a semicircular top.

**Rubble Masonry**—Walls made with rough, uncut stones.

**Sash**—A frame designed to hold the glass in a window.

**Segmental Arch Window**—A window with a shell curved arch formed by the segment of a circle.

**Shed Roof**—A roof type composed of a single sloping plane

**Sign Board/Fascia**—A horizontal panel either of wood or an inset in a brick wall located immediately below the cornice. It is usually an ideal location to place a sign.

**Sill**—The bottom member of a window frame

**Soffit**—the underside of an assembly such as a roof overhang, staircase, arch, or box beam

**Spandrel**—The triangular space between the curve of an arch and an enclosing right angle. Also commonly used to describe a panel below a window.

**Storefront**—The first story of a façade of a commercial building, usually having display windows.

**Threshold**—The bottom member of a door frame.

**Transom**—Small window, sometimes moveable, located over a door or another window.

**Transom Window**—A small horizontal window located above a door or display window.

**Tuckpointing**—Refilling deteriorated mortar joints with fresh mortar.

**Turret**—A small tower at the corner of a building that usually extends above the eaves line.

**Vitrolite**—The trade name Libby-Owens-Ford used for the structural glass which was popular in the 1920's and 1930's.

**Water Table**—A projecting moulding or angled strip located at the bottom of a wall that is designed to divert run-off water away from the wall or masonry foundation below it.

**Window Cap**—Decorative element that trims the top of a window surround.

**Window Hood**—An exterior projecting molding on the top of a window, located in the upper façade.

**Wythe**—One unit thickness of a masonry wall.

REHABILITATION IS DEFINED AS the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**REHABILITATION AS A TREATMENT.** When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.

## Appendix D:

# Historic Preservation Resources

### Woodstock Historic Preservation Commission

c/o Community Development Department

City of Woodstock

121 W. Calhoun St.

Woodstock, IL 60098

815-338-4305

[www.woodstock-il.com](http://www.woodstock-il.com)

Meets the first Monday of each month at 7:00 p.m. in City Council chambers

### Illinois Historic Preservation Agency

500 E. Madison

Springfield, IL 62701

217-785-1511

[www.state.il.us/hpa](http://www.state.il.us/hpa)

### National Trust for Historic Preservation

1785 Massachusetts Ave., N.W.

Washington, D.C. 20036

202-588-6000

[www.nationaltrust.org](http://www.nationaltrust.org)